



Foreign Affairs Handbook

2 FAH-2 – Foreign Affairs Manual Handbook

Change Transmittal: PMO-01

Date: November 29, 2005

2 FAH-2 Handbook Issuance

Major Changes

1. This Change Transmittal issues the new 2 FAH-2, Foreign Affairs Manual Handbook. This handbook is a supplement to Volume 2, General, of the Foreign Affairs Manual (FAM).
2. This handbook's objective is to describe the authority of U.S. Chiefs of Mission (COM).
3. Please note that this volume is regulatory, and carries the same weight as the Foreign Affairs Manual.
4. Because this is a new issuance, italics are not used. In the future, revisions will appear in italics.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Insert 2 FAH-2 (CT:PMO-1; 11-29-2005, 26 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: PMO-1, and initial.

Distribution Notice

- a. The ***Foreign Affairs Manual*** and ***Handbooks*** (unclassified) official version can be found on the State Department's Intranet site.
- b. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials, include your office/post symbols

and inform A/RPS/MMS/P and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

- c. Use **KFAM** and **AINF** TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(M/R)